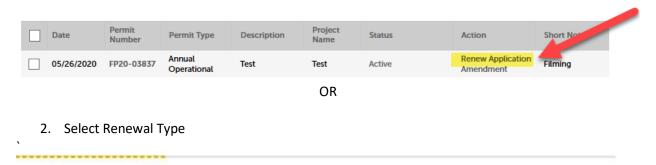
When you log back in, hover over Fire Prevention at the top of page, click on Search Permits. Find the record #'s that say Active and click on Renew Application.



Renew Annual Operational Permit

1. Login and from the Home Screen or Search for the permit and select Renew Application

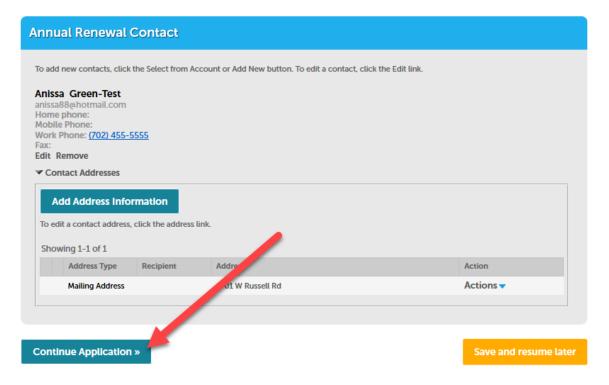


Step 1: Renew > Page 1

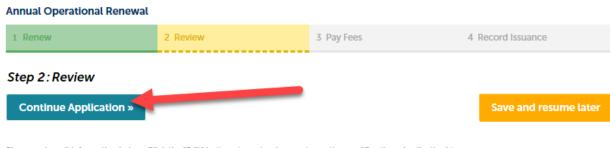
* indicates a required field.

Renewal Information RENEWAL PERMIT If there are plan/quantity changes you must attach your plans with this renewal. If you can't attach plans then online renewal is not possible. Please bring plans and renewal payment to the office.		
Permit Type:	No Change Plan Revision/Quantity Change Change of Ownership Out of Business Business Name Change	Type: 1. No Change
Quantity Type:	N/A	2. Plan Revision
Quantity:	100	3. Out of Business
Quantity Type:	Select	4. Business Name
Quantity:		Change
Quantity Type:	Select	
11200000000		

1. This example No Change was selected, now Click Continue Application. If you get a system error message you will need to click on Edit for each contact and complete any field, with an asterisk, that is missing data.



2. Review application and make any changes, then Click Continue Application



Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Annual Operational Renewal

Renewal Information

100

RENEWAL PERMIT

Renewal Type: No Change

Permit Type: Filming

Quantity Type: N/A

3. Review application and make any changes, then Click Continue Application

Fire Prevention

Quantity:



Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees



TOTAL FEES: \$90.00
Note: This does not include additional inspection which may be assessed later.

Check Out »

4. The receipt is emailed and the Renewal Record is created.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you. Please print a copy of the receipt for your records.

Thank you,

Sandy